

RT/11

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5 April 1955

MEMORANDUM FOR: Director of Logistics  
Legislative Counsel  
Assistant to the Director

SUBJECT : Proposed "New Building" Correspondence.

1. The handling of our public relations in connection with our proposed new building is extremely important. In view of the substantial correspondence in connection with this subject, the following general procedure is prescribed:

- a. Correspondence from members of Congress signed personally by the Congressman will be referred to the Legislative Counsel. The Legislative Counsel will prepare a reply for the Director's signature in coordination with the Director of Logistics and the Assistant to the Director (Colonel Grogan) and will transmit the proposed reply to the Director through the Deputy Director (Support).
- b. Correspondence received from the office of a Congressman as a routine matter, and in which there is no indication of a personal interest on the part of the Congressman, will be referred to the Legislative Counsel who may reply after coordination with the Director of Logistics and the Assistant to the Director (Colonel Grogan) and approval of the Deputy Director (Support).
- c. Other correspondence will be referred to the Director of Logistics who, in coordination with the Assistant to the Director (Colonel Grogan), will prepare an appropriate reply for the signature of the Deputy Director (Support) unless the Office of the Director has specifically requested that a reply be prepared for the Director's signature.

2. Copies of all correspondence will be on file in the Offices of the Deputy Director (Support) and the Director of Logistics.

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~~NO CHANGE IN CLASS~~ ☒  
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L. K. WHITE  
Deputy Director  
(Support)

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Distribution:

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